



## COSCA GUIDELINES FOR USE AND STORAGE OF VISUAL AND AUDIO RECORDINGS

These guidelines relate to the permission, access, storage and disposal of audio/visual recordings of counselling practice for training or supervision purposes that are stored on recording devices.

Generally, the above recordings will be used only for the purposes for the training, assessment or supervision of the student or counsellor by a bona fide organisation and that they will be destroyed immediately after this purpose has been completed. More specifically, the following guidance should be implemented:

**Use:** The recording will be used only for the purpose of assessment or supervision of the student or counsellor by a bona fide organisation and will not be copied onto hard drives or uploaded to the website, etc.

**Consent:** Before any recording is made, the interviewee/client will have given informed consent and signed an authorisation form, permitting the recording and its further use. They should be given a copy of the authorisation form. The interviewee/client has the right to change their mind prior to the making of the recording and if necessary, withdraw from the recording.

**Copying:** Once completed, no copies of the recording will be made for unauthorised third parties.

**Ownership:** The ownership of the recording remains with the counsellor/practitioner or the organisation providing the counselling/support/training. The interviewee/client does *not* have ownership of the recording.

**Storage:** Recordings will be held safely and securely. The interviewee/client is aware and confident of the measures in place to keep the recordings secure. Practitioners are responsible for recordings while in their possession; the recording will be safe and secure at all times.

**Naming & Identification:** All recordings should be dated and coded and clearly identified without identifying the interviewee/client e.g. via the existing student coding system.

**Access:** It is important that the interviewee/client in the recording knows who will have access to and view/listen to the recording i.e. counsellor supervisors, trainers or peer training group and has given informed consent for this. The interviewee/client involved in the recording may have access to the recording, should this be requested. However, this access cannot be extended to third parties without the explicit permission of the interviewee/client and the organisation as owner of the recording. This access should be given only in exceptional circumstances.

**Destruction:** Recordings should be retained for no longer than 6 months. They should be safely and securely destroyed immediately after the purpose of use has been completed and the disposal of the recording should be in a manner that renders the recording unusable.